

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)	
3. MINOR SUBDIVISION VHA Headquarters and Health Care Facilities	
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202 273-8312

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-015-01-1</i>	
DATE RECEIVED <i>12-7-2000</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>3-8-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION		
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached / page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <i>NOV 30 2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Neilson</i> Donald L. Neilson	TITLE Director, Information Mgmt. Svc. 045A4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Civilian Health and Medical Program - Department of Veterans Affairs (CHAMPVA) Sponsor Records Folders CHAMPVA Sponsor Records Folders consist of records relating to beneficiaries of the Program. More specifically, folders contain information on eligible beneficiaries and are used to determine eligibility for health care under CHAMPVA. A typical folder includes the medical benefit application and eligibility information concerning the spouse and/or dependent(s) and the veteran sponsor, health insurance information, correspondence concerning individuals, and documents pertaining to claims for medical services. A folder may include the name, address and other identifying information concerning	N1-15-87-5, Item 1	
	<i>cc Agency, NWM D</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>health care providers, services provided, amounts claimed and paid for health care services, medical records, treatment and payment dates, veteran, spouse and/or dependent identifying information (e.g., name, address, social security number, VA claims file number, date of birth), military service information concerning the veteran sponsor (e.g., dates, branch and character of service, medical information), Congressional correspondence, and appeals.</p> <p>The Privacy Act System Notice for CHAMPVA is 54VA17.</p>		
1.	Paper Records:		
1a.	Scanned Records		
	Disposition: Destroy after scanned onto optical disks.		
1b.	Unscanned Records		
	Disposition: Destroy after six years and after all members of the sponsor's family become ineligible to receive CHAMPVA benefits.		
2.	Optical Disk Records		
	Disposition: Destroy six years after all members of the sponsor's family become ineligible to receive CHAMPVA benefits.		

See next page

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	SEE ATTACHED SHEET(S) FOR:		
1a.	<p><u>UNSCANNED</u> Records</p> <p>Disposition: Destroy six years after all members of the sponsor's family become ineligible to receive CHAMPVA benefits.</p>		
1b.	<p><u>INPUT</u> Scanned Records.</p> <p>Disposition: Destroy after scanned to Electronic medium (Optical Disk).</p>		
2.	<p><u>DATABASE AND INDEX</u> Optical disk, magnetic tape or other electronic medium</p> <p>Disposition: Destroy six years after all members of the sponsor's family become ineligible to receive CHAMPVA benefits.</p>		
3.	<p><u>OUTPUTS</u> Paper copies produced from the optical disk. And duplicate disks produced from the optical disk for back-up.</p> <p>Disposition: Destroy back-up disks and/or paper copies when no longer needed.</p>		
4.	<p><u>DOCUMENTATION</u> Data system specifications, codebooks, Record Layouts, Data Dictionaries, etc.</p> <p>Disposition: Destroy when superseded or obsolete.</p>		
5a.	<p><u>ELECTRONIC MAIL</u> Electronic Mail copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.</p> <p>Disposition: Delete within 180 days after the recordkeeping copy has been produced</p>		
5b.	<p><u>WORD PROCESSING APPLICATIONS</u> Copies used for dissemination, revision or updating and are maintained in addition to the recordkeeping copy.</p> <p>Disposition: Delete when dissemination, revision, or updating is complete.</p>		